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ABSTRACT

In its successful program to prevent and control violence, vandalism and misbehavior by students on school buses, the Salem (Oregon) school administration utilizes a four-step reporting and followup process. Should an incident occur, the first step is mailing of a misconduct notice to parents. This notice is followed by a warning letter. If misbehavior is serious or continuous, a conference may be held between administration officials and parents or guardians. The final step for serious or repeated offenses is suspension of the student's transportation privileges, with right to appeal. A full-time Transportation Pupil Conduct Supervisor coordinates the program for the approximately 9,000 students who are transported daily to and from Salem's schools. (Author)

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Technical Assistance Bulletin 5

Reducing School Bus Violence: The Salem, Oregon, Warning/Suspension System

Summary

In its successful program to prevent and control violence, vandalism, and misbehavior by students on school buses, the Salem (Oregon) school administration utilizes a four-step reporting and followup process. Should an incident occur, the first step is mailing of a misconduct notice to parents. This notice is followed by a warning letter. If misbehavior is serious or continuous, a conference may be held between administration officials and parents or guardians. The final step for serious or repeated offenses is suspension of the student's driving privileges, with right to appeal. A full-time Transportation Pupil Conduct Supervisor coordinates the program for the approximately 9,000 students that are transported daily to and from Salem's schools.

The Problem

In the early 1970's, the Salem Public Schools faced a double problem in school bus transportation: the number of incidents of violence and vandalism on their school buses was increasing, and school administrators were unable to reduce such misbehavior by the management and followup procedures in place at the time. Principals were inconsistent in their handling of reported cases of student misconduct on school buses: some took action, others would not. Those who instituted followup measures were not always thorough.

The Solution

The Salem Public Schools viewed the increasing school bus disorders as an administrative problem, and they decided to set up rules and uniform procedures for reporting and followup. Their approach was based on the belief that positive approaches to correcting pupil misconduct on the bus and at the bus stop had not always been successful. In order to reduce risks to the District's liability, it would be necessary at times to temporarily or permanently suspend a pupil's transportation privilege. The District therefore adopted a comprehensive code of bus conduct setting forth the rules and sanctions governing school bus behavior. A copy of the code is included as Attachment A. They also issued a notice of the rules and sanctions to all students riding the busses. This is included as Attachment B. The code establishes a comprehensive system for reporting and followup of incidents.

Elements include notices and warning letters, counseling conferences between parents or guardians and school administration officials, suspension of transportation privileges and other punitive actions, and an appeal process for suspensions of transportation privileges.

To administer the system, the District hired a full-time Transportation Pupil Conduct Supervisor to be "responsible for resolving student bus rider behavior problems. The Supervisor's Job Description, is included as Attachment C. The supervisor reports to the School district's Transportation Department Manager and works closely with school principals, bus drivers, and parents or guardians of misbehaving students.

How Is Student Misconduct Reported?

When a student commits a disorderly act on board a school bus or fails to follow bus stop rules, the bus driver fills out a

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EA 013 360

"Notice of Misconduct on School Bus." A copy of this notice is included as Attachment D. The notice is a triplicate form that includes a listing of 21 types of misconduct ranging from general kinds of disorderly conduct (such as making excessive noise, throwing objects from the bus, or moving from a seat when the bus is moving) to serious offenses (such as physical assault, verbal abuse, and vandalism).

On the same day that the notice is filled out, the driver must turn in one copy to the Transportation Department and give the other two copies to the student. The student must present both of his or her copies to the principal for signature. The principal keeps one copy for school files, and gives the other to be taken home by the student for a parent's or guardian's signature. This copy, signed by both principal and parent or guardian, is returned to the bus driver who then transmits it to the Transportation Department.

The Transportation Department follows up misconduct notices with warning letters to parents or guardians. These letters not only inform parents or guardians of the steps involved in handling student misconduct on school buses but also provide a back-up to the notice--in the event that the student, who is responsible for delivering a copy to the parent(s) or guardian on the day it is issued, does not do so. A copy of the standard warning letter is included as Attachment E.

How Are Suspensions and Other Punitive Actions Implemented?

In all cases the Transportation Department gives at least 5 days of advance notice before suspension is to begin so that parents or guardians who wish to can either arrange for alternate means of transportation or appeal the suspension. Suspension of transportation privileges does not mean that a student is excused from attending school; rather it means that parents, guardians, and the student are responsible for transportation to and from school.

The first two misconduct notices that a student receives serve as warnings. A third notice results in a suspension of transportation privileges for periods of time that vary according to the grade level of the student involved. The schedule of standard suspension periods is as follows:

Number of Misconduct Notices Issued to Student	Suspension Period in School Days	
	Elementary Student	Secondary Student
3	5	10
4	10	20
5	15	30
6 or more	20	60

If a third notice has been necessary, the Transporation Department contacts the parent(s) or guardian to arrange a conference among the driver, principal, parent(s) or guardian, and the conduct supervisor. The conference is conducted face-to-face or over the telephone by conference call.

During the conference, the specific charges against the student are made, and information is given on the effective dates of the suspension, conditions for reinstatement (if any), and the prospect of discussing the matter further.

How Can A Suspension Be Appealed?

In order to ensure a student's right to fairness, the school district provides an appeal process for parents or guardians on behalf of their child. Parents or guardians must make their appeal known to the Transportation Manager before the suspension takes place.

If the appeal process lasts beyond the date for the suspension to begin, the suspension does not go into effect. Hearing levels in the appeal process are--

- Transporatation Student Conduct Supervisor
- Manager of Transportation
- Administrator of Management Services
- Superintendent of Schools
- School Board of Directors

In each hearing in the appeal process, the student and parent(s) or guardians have the opportunity to present their views of alleged misconduct.

The hearings officers determine the facts of each case and must inform the parents or guardians of their findings within 5 school days from the date of the hearing. Postponement of the appeals procedure may

occur in "emergency situations" relating to health and safety, which are defined as those conditions "where there is a serious risk that substantial harm will occur if suspension does not take place immediately." Usual procedures apply as soon as the emergency condition has passed.

Three misconduct notices within 24 months nearly always lead to a suspension of transportation privileges. However, immediate suspension can occur if a student commits acts of physical assault, verbal abuse, interference with bus operating controls, or vandalism.

What About Damages?

In the case of damages incurred through vandalism, not only are transportation privileges lost but parents and the student also become liable for damages. According to Section 339.270 of the Oregon State law on Pupil Conduct and Discipline--

> (1) The amount of damage to any school property shall be determined by procedures established by the district school board and they may be assessed against the pupil willfully causing the injury or damage and against the parent or parents having legal custody of the pupil.
>
> (2) If the assessed damages are not paid as demanded, the district school board, in addition to any other remedy provided by law, may bring an action under this section against the pupil and the parent or parents having legal custody of the pupil in a court of competent jurisdiction for the amount of the assessed damages not to excced $5,000 plus costs.

According to Billie Reynolds, Executive Director of the National School Transportation Association, Oregon is the first State to impose this type of strict punitive measure on student vandals and their parents or guardians.

What Ensures the Program's Success?

This four-step process for reporting and following up pupil misconduct on the bus and at bus stops, which utilizes misconduct notices, warning letters to parents, conferences, and an appeals process prior to suspension, relies on a carefully orchestrated effort by the conduct supervisory with the principals from the 40 participating schools and bus drivers. The key to the successful operation of the system is the conduct supervisor.

This individual, who has held this position in Salem for 4 years, must be knowledgeable about national and State regulations and abnormal behavior problems as well as be capable of working "under stress while making consistent judgments" and of communicating effectively with students, parents, district staff, and the public.

Results

The program of following up after incidents of misconduct on buses are reported has met with approval from every segment of the population affected by the system.

- Bus drivers say there is no comparison between the conditions that existed in 1975 (when the program under the conduct supervisor began) and now. Currently they are able to report all incidents and see proper, consistent, and fair followup action taken.
- Principals report that they have an even-handed approach to the problem of correcting major and minor misconduct by students on buses, and that the total number of incidents has been reduced "significantly."
- Parents and guardians have come to respect the conduct supervisor.
- Students--during rap sessions--say that the conduct supervisor and his staff are "not paper tigers" and that the strict but fair punitive measures act as a deterrent to violence and vandalism.

Required Resources

Manpower requirements include one full-time conduct supervisor who works directly with school principals, bus drivers, misbehaving students, and their parents or guardians. Costs for salary and printing and mailing of misconduct notices and warning letters will be between $20,000 and $30,000 per year.

Replication

Any school in any community can set up this type of program. Hiring a full-time Transportation Pupil Conduct Supervisor is a key element in the followup process after an incident of misconduct is reported.

For further information on this program, or to request direct technical assistance in implementing a similar program, contact the National Center or the Regional Center nearest you. NSRN technical assistance is available at no cost to requestors.

BUS CONDUCT

1. Conduct on the School Bus:

1.01 A direct correlation exists between pupil conduct and safety and comfort of all on the school bus. This correlation also extends to individuals outside the bus. Therefore, an essential component of the District's liability for providing safe, comfortable, and efficient transportation to its students is to adopt, publicize, and enforce rules governing pupils riding school buses.

2. Rules Governing Pupil Conduct on School Bus:

2.01 Because safety, pupil comfort, and operating efficiency are so directly affected by pupil conduct on the school bus, the Oregon State Department of Education has adopted Rules Governing Pupil's Riding School Buses, which are prescribed in Chapter 581 of Administrative Rules for Oregon Education, subsection 53-010, as follows:

2.01.01 Pupils being transported are under the authority of the bus driver.
2.01.02 Fighting, wrestling, or boisterous activity is prohibited on the bus.
2.01.03 Pupils shall use the emergency door only in the case of emergency.
2.01.04 Pupils shall be on time for the bus both morning and evening.
2.01.05 Pupils shall not bring animals, firearms, weapons, or other potentially hazardous material on the bus.
2.01.06 Pupils shall remain seated while the bus is in motion.
2.01.07 Pupils may be assigned seats by the bus driver.
2.01.08 When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
2.01.09 Pupils shall not extend their hands, arms, or heads through bus windows.
2.01.10 Pupils shall have written permission to leave the bus other than at home or school.
2.01.11 Pupils shall converse in normal tones; loud or vulgar language is prohibited.
2.01.12 Pupils shall not open or close windows without permission of driver.
2.01.13 Pupils shall keep the bus clean and must refrain from damaging it.
2.01.14 Pupils shall be courteous to the driver, to fellow students, and passersby.
2.01.15 Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
2.01.16 Rules Governing Pupils Riding Buses must be kept posted in a conspicuous place in all school buses.

2.02 In addition to the rules adopted by the Oregon State Department of Education, local school districts are authorized to adopt and enforce rules that will further enhance a safe, comfortable, and efficient transportation system. Therefore, Salem School District adopts the following rules to supplement the Oregon State Rules:

2.02.01 Large items which cannot be safely transported while held in a pupil's lap or stowed in an empty seat or directly under a seat are prohibited.

2.02.02 Pupils shall not interfere with any of the school bus operating controls except in an emergency or as instructed by the driver.

2.02.03 Pupils shall not lower bus windows below the black line except in an emergency or as instructed by the driver.

2.02.04 Pupils shall be at their regular bus stop at least three minutes prior to the published time schedule.

2.02.05 Pupils shall not damage or attempt to damage public or private property at any time.

2.02.06 Pupils shall accept rider registration cards, Notices of Misbehavior, or other forms issued by the District, and these must be completed and returned as indicated on the form.

2.02.07 Due to the possibility of school bus mechanical failure or accident during inclement weather conditions, pupils shall wear clothing that is compatible with the current season of the year. Periodically, pupils shall participate in school bus evacuation drills, and pupils will be instructed as to the type of clothing that should be worn the day of the drill.

2.02.08 Pupils waiting in a bus stop area are under the jurisdiction of the School District. Therefore, all the preceding Rules Governing Pupils Riding School Buses apply at the bus stop as well as on the bus.

3. Suspension of Transportation Privilege for Misconduct Related to School Bus: Positive approaches to correcting pupil misconduct on the bus and at the bus stop are not always successful. Therefore, in order to reduce risks to the District's liability, it will be necessary at times to temporarily or permanently suspend a pupil's transportation privilege. To ensure equal and consistent criteria throughout the District for determining when a pupil's transportation privilege will be suspended and for what length of time, the following schedule of standard suspension periods will generally apply:

3.01

Number of Misconduct Notices Issued to Student (1)	Suspension Period in School Days: Elementary Student	Secondary Student
1	Warning Only	Warning Only
2	Warning Only	Warning Only
3	5	10
4	10	20
5	15	30
6 or more	20 (2)	60 (2)
Misconduct incidents involving physical or verbal assault against a bus rider or driver, interference with the bus operating controls, and vandalism may result in a suspension, regardless of the student's prior record of misconduct.	Can be equal to a minimum of four Misconduct Notices. (3) (4)	

3.01.01 Notices are cumulative over the immediate past 24-month period prior to each Notice of Misbehavior.

3.01.02 Suspension periods will be for no less than a period of five Notices of Misconduct but may be for longer periods of time if warranted by type and frequency or misconduct.

3.01.03 The degree of inherent danger associated with the misconduct incident or acts of misconduct that are so antisocial or disruptive in nature as to shock the conscience are factors considered before determining if a suspension will occur and the length of the suspension.

3.01.04 Continued incidents of assault, interfering with bus controls, or vandalism will lead to a permanent suspension.

3.02 Prior to a suspension going into effect, the student's parents or guardians shall be notified by the Transportation Department of the specific charges against the student; effective dates of the suspension; conditions of reinstatement, if any; and an invitation to discuss the matter further except as indicated in item 3.04 below.

3.03 In order to allow parents or guardians time to arrange alternate means of transportation and time to decide if they wish to appeal the suspension, the Transportation Department shall make the above notification a minimum of five days in advance of the day the suspension is to begin.

3.04 The above procedures may be postponed in emergency situations relating to health and safety. Emergency situations shall be limited to those instances where there is a serious risk that substantial harm will occur if suspension does not take place immediately. The usual procedures shall apply as soon as the emergency condition has passed.

3.05 Suspension of a student's transportation privilege is not equivalent to a student's suspension or expulsion from school. Therefore, suspension of transportation privileges does not excuse a student from attending school. When a student's transportation privilege is suspended, the parents, guardians, and/or the student are responsible for transporting the student to and from school.

4. Provision for Appealing a Suspension of Transportation Privilege:

4.01 Since it is possible the District may have erred in interpreting the facts and/or information surrounding the suspension and/or misconduct incident, the following appeal procedure is established in order to ensure a student's right to fairness:

4.01.01 Parents or guardians shall be the ones to exercise the right to appeal on behalf of the child.

4.01.02 Intent to appeal shall be made known to the Transportation Manager prior to the beginning of the suspension.

4.01.03 Transportation suspensions that are appealed shall not go into effect during the appeal process except as indicated in item 4.03 below.

4.01.04 During each hearing in the appeal process, the student and his/her parents or guardians shall be afforded the opportunity to present their views of the alleged misconduct.

4.01.05 Levels in the appeal process shall be:

4.01.05.01 Level 1--Transportation Student Conduct Supervisor

4.01.05.02 Level 2--Manager of Transportation

4.01.05.03 Administrator of Management Services

4.01.05.04 Superintendent of Schools

4.01.05.05 School Board of Directors

4.02 The hearings officer shall determine the facts of the case, determine an appropriate disposition, and inform the affected parties of his findings within five school days from date of hearing.

4.03 If the hearings officer does not rule in favor of the appealing party, he shall advise them of their right to advance to the next level of the appeal process and the procedures for doing so.

4.04 The preceding appeal procedures may be postponed in emergency situations relating to health and safety. Emergency situations shall be limited to those instances where there is a serious risk that substantial harm will occur if suspension does not take place immediately. The usual procedures shall apply as soon as the emergency condition has passed.

RULES GOVERNING PUPILS RIDING SCHOOL BUSES

Because safety, pupil comfort, and operating efficiency are so directly affected by pupil conduct on the school bus, the Oregon State Department of Education has adopted Rules Governing Pupils Riding School Buses which are prescribed in Chapter 581 of Administrative Rules for Oregon Education, Subsection 53-010, as follows:

1. Pupils being transported are under the authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Pupils shall use the emergency door only in the case of emergency.
4. Pupils shall be on time for the bus both morning and evening.
5. Pupils shall not bring animals, firearms, weapons, or other potentially hazardous material on the bus.
6. Pupils shall remain seated while the bus is in motion.
7. Pupils may be assigned seats by the bus driver.
8. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
9. Pupils shall not extend their hands, arms, or head through the bus windows.
10. Pupils shall have written permission to leave the bus other than at home or school.
11. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
12. Pupils shall not open or close windows without permission of driver.
13. Pupils shall keep the bus clean and must refrain from damaging it.
14. Pupils shall be courteous to the driver, to fellow students, and passersby.
15. Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

In addition to the rules adopted by the Oregon State Department of Education, local school districts are authorized to adopt and enforce rules that will further enhance a safe, comfortable, and efficient transportation system. Therefore, Salem School District adopts the following rules to supplement the Oregon State Rules:

(1) Large items which cannot be safely transported while held in a pupil's lap or stowed in an empty seat or directly under a seat are prohibited.
(2) Pupils shall not interfere with any of the school bus operating controls except in an emergency or as instructed by the driver.
(3) Pupils shall not lower bus windows below the black line except in an emergency or as instructed by the driver.
(4) Pupils shall be at their regular bus stop at least three minutes prior to the published time schedule.
(5) Pupils shall not damage or attempt to damage public or private property at any time.
(6) Pupils shall accept rider registration cards, Notices of Misbehavior, or other forms issued by the District, and these must be completed and returned as indicated on the form.
(7) Due to the possibility of school bus mechanical failure or accident during inclement weather conditions, pupils shall wear clothing that is compatible with the current season of the year. Periodically, pupils shall participate in school bus evacuation drills, and pupils will be instructed as to the type of clothing that should be worn the day of the drill.
(8) Pupils waiting in a bus stop area are under the jurisdiction of the School District. Therefore, all the preceding Rules Governing Pupils Riding School Buses apply at the bus stop as well as on the bus.

(See other side for Rider Suspension procedures.)

Suspension of Transportation Privilege for Misconduct Related to School Bus:

Positive approaches to correcting pupil misconduct on the bus and at the bus stop are not always successful. Therefore, in order to reduce risks to the District's liability, it will be necessary at times to temporarily or permanently suspend a pupil's transportation privilege. To ensure equal and consistent criteria throughout the District for determining when a pupil's transportation privilege will be suspended and for what length of time, the following schedule of standard suspension periods will generally apply:

Number of Misconduct Notices Issued to Student (1)	Suspension Period in School Days	
	Elementary Student	Secondary Student
1	Warning Only	Warning Only
2	Warning Only	Warning Only
3	5	10
4	10	20
5	15	30
6 or more	20 (2)	60 (2)

Misconduct incidents involving physical or verbal assault against a bus rider or driver, interference with the bus operating controls, and vandalism may result in a suspension, regardless of the student's prior record of misconduct.

Can be equal to a minimum of four Misconduct Notices (3) (4)

(1) Notices are cumulative over the immediate past 24-month period prior to each Notice of Misbehavior.

(2) Suspension periods will be for no less than a period of five Notices of Misconduct but may be for longer periods of time if warranted by type and frequency of misconduct.

(3) The degree of inherent danger associated with the misconduct incident or acts of misconduct that are so antisocial or disruptive in nature as to shock the conscience are factors considered before determining if a suspension will occur and the length of the suspension.

(4) Continued incidents of assault, interfering with bus controls, or vandalism will lead to a permanent suspension.

(Transportation suspensions can be appealed. For more information, call the Transportation Department at 399-3108.)

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TRANSPORTATION PUPIL CONDUCT SUPERVISOR

1. Definition: The Pupil Conduct Supervisor reports to the Transportation Manager and is responsible for resolving student bus rider behavior problems.

2. Examples of Duties: Receives Notices of Misbehavior on School Bus, monitors frequency of violations per individual student, and makes communication with parents, building administration, bus drivers, and appropriate District staff in order to achieve a level of student conduct compatible with safe and comfortable transportation; makes decision when transportation should be denied in order to protect District's liability; advises and assists bus drivers in student management; assists in formalized bus safety instructional routines within schools served by school bus; keeps records and makes reports as required; and attends School Board and other meetings as required or directed.

3. Desirable Qualifications:
   - 3.01 Knowledge of:
     - 3.01.01 Abnormal behavior problems in juveniles.
     - 3.01.02 Oregon State rules and regulations relating to school buses, District Policy and Codes related to transportation and student conduct.
     - 3.01.03 National Highway Safety Programs.
   - 3.02 Ability to:
     - 3.02.01 Communicate effectively with students, parents, District staff, and public.
     - 3.02.02 Work under stress while making consistent judgments.
   - 3.03 License:
     - 3.03.01 Be able to obtain an Oregon Driver's and Chauffeur's License.
     - 3.03.02 Have a driving record that conforms to the requirements of the State Department of Education for the issue of a School Bus Driver's Permit.
   - 3.04 Experience: Two years' experience formally counseling students with behavioral problems, or two years' experience as a School Bus Driver handling grades 1 through 9.
   - 3.05 Education: University-level course work majoring in either Psychology, Sociology, Social Work, or Education.

SALEM PUBLIC SCHOOLS
Transportation Department

NOTICE OF MISBEHAVIOR ON SCHOOL BUS

TRANSPORTATION WILL BE DENIED IF NOT RETURNED TO ISSUING DRIVER WITHIN TWO SCHOOL DAYS FROM DATE OF ISSUE WITH REQUIRED SIGNATURES

Student's Name_____ Date _____

School_____ Grade_____ AM ___ PM ___

___ Original Notice
___ Duplicate Notice

Has Student Received Verbal Warning Prior To Receiving This Notice? YES___ NO___

TYPE OF MISBEHAVIOR

___ Refusing to Obey Instructions From Driver

___ Rowdyism or Fighting (specify)
- ___ on bus
- ___ at bus stop

___ Making Excessive Noise

___ Throwing or Shooting of Objects

___ Moving from Seat When Bus is Moving

___ Using Obscene or Vulgar Language or Gestures (specify)
- ___ to driver
- ___ to others

___ Smoking on Bus or at Bus Stop (specify)

___ Lighting of Combustible Material

___ Bringing Hazardous Items on Bus
- ___ firearms
- ___ weapons (specify)
- ___ animals
- ___ other (specify)

___ Interfering With Driver Disciplining Another Student

___ Damaging of School Bus (specify)
- ___ cutting seats
- ___ dismantling seats
- ___ writing on seats

___ Damaging of Public or Private Property

___ Having Windows Below Black Line.

___ Parts of Body or Other Objects Through Open Windows

___ Using Emergency Exit Without Permission

___ Leaving Bus Other Than at Regular Stop Without Prior Authorization

___ Failure to be at Bus Stop on Time

___ Refusing to Participate in Bus Evacuation Drills Without Prior Permission

___ Failure to Accept and Return Forms Issued by Transportation Department

___ Refusing to Face On-Coming Traffic to/from Bus Stop

___ Refusing to Cross Road in Front of Bus Properly

Other Acts of Misbehavior, Additional Information, or Comments:

_____

_____

_____

_____

_____

Signature of Issuing Driver _____ Bus No._____ Route No._____

Signature of Parent or Guardian _____ Date_____

Signature of School Principal_____ Date_____

Comments of School Principal _____

Comments of Parent or Guardian _____

DISTRIBUTION OF COPIES AND REQUIRED ACTIONS:

WHITE - To student on date of issue - to be signed by parent or guardian, then by school principal. Student returns to issuing bus driver. Driver returns to Transportation Department.

YELLOW - To student on date of issue. School Principal will sign and retain in school file.

PINK - To Transportation Department on date of issue for pending file.

SAFE SCHOOL BUS TRANSPORTATION REQUIRES
BOTH GOOD DRIVERS AND GOOD STUDENTS

Attachment E

SALEM PUBLIC SCHOOLS

TRANSPORTATION DEPARTMENT
998 Hawthorne Avenue NE • Salem, Oregon 97301
399-3108

WILLIAM M. KENDRICK, Superintendent

GERALD W. BROCK, Administrator
Management Services (503) 399-3036

TO:

REFERENCE:

As you know, the above student has been issued "Notices of Misbehavior" for misconduct on the school bus and/or at the bus stop on _____ _____ _____.

Please be advised that Salem Public School District Policy (JCDAB-1-4) indicates that students who receive three or more misbehavior notices within a twenty-four month period of time will generally have their transportation privileges suspended for a period of time. It is hoped that this contact with you will avert future periods of transportation suspension.

School bus drivers are entrusted with the overwhelming responsibility of transporting your children to and from school safely. Those who choose to accept this responsibility do so under difficult circumstances. Some of these circumstances are: turning their backs to as many as 72 students in a small confined area, guiding a 35 foot vehicle through varying traffic conditions, periodically glancing in the rear view mirror to watch the behavior of those on the bus; while watching for and remembering all the other tasks associated with safely driving a school bus.

Student misbehavior on the bus or at the bus stop can cause the driver to be distracted. When the driver is distracted, the possibility of an accident increases. Damage, injury, and even death may occur from such accidents. It is extremely important that you assist us in getting this message to your child and for your child to be willing to correct his/her conduct.

If you wish to discuss the above, please feel free to call me.

SALEM SCHOOL DISTRICT 24J TRANSPORTATION DEPT.

By _____

dm

cc: School _____
Driver - Route # _____
File

Salem School District 24J complies with provisions of the Fair Employment Practices Act and/or Title IX Regulations in employment and educational programs and activities.